

**United States Embassy**  
**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.**

For non-Japanese, non-EFM applicant, please submit a copy of proof of residence status allowing employment without employer sponsorship.

**OPEN TO:** All Interested Candidates  
**POSITION:** Visa Assistant (position number A31222, A31223, A31224)  
FSN-7 FP-7 (Full Performance) FSN-6 FP-8 (Trainee Level)  
**OPENING DATE:** June 15, 2004  
**CLOSING DATE:** June 30, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: FP-8 US\$26,930 p.a. (Trainee salary)  
(Position Grade: FP-8 is confirmed by Washington)  
\*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (Trainee salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Smith at 03-3224-5640.
- Funding for this position is linked to income from the Machine Readable Visa program and is subject to end-of-fiscal-year review. As is the case with all USG positions, its continuation is dependent on availability of funds.

The U.S. Embassy in Tokyo is seeking three individuals for the position of Visa Assistant in the Consular section.

**BASIC FUNCTION OF POSITION**

Processes all categories of non-immigrant visa applications submitted by mail, walk-in and travel agents. Duties include reviewing applications and supporting documents, entering data, capturing photograph of each visa applicants, printing visas, placing visas into passports, performing quality control checks and returning visa'd passports.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: U.S. High school diploma or host country equivalency is required.

2. Prior Work Experience: Two to Three years of prior experience in administrative, paralegal, or governmental position is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. Knowledge: A thorough understanding of U.S. non-immigrant visa laws, procedures, and policies; basic understanding of immigrant visa laws and procedures; solid understanding of Japanese society, culture, customs, economy, educational systems is required.
5. Skills and Abilities: Keyboarding and data entry skills with a high level of accuracy; mechanical skills in order to operate specialized office equipment; numerical skills in order to compile visa statistics and workload information is required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

### **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 30, 2004**  
**An Equal Opportunity Employer**